



Judith A. Hackett Ed.D., Superintendent

## MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The August 4, 2015, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito, at 7:02 p.m., at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members, Carol Botwinski, Janice Krinsky and Anna Klimkowicz. Debbi McAtee, Erin Johannesen, Dennis Composto and Jim Perkins were absent.

In attendance from the NSSEO staff were Bryan Bolger, Cathi Ivack, Cathy Williams, Greg Hill, Brian Weems, Nancy Milne, Jill Anderson, Kim Dungan, Sue Mahoney, Melissa Swanson, Mary Ann McGinn, Rachele Dadouche-Nowak, Pam Radford, Judy Hackett, Julie Jilek, and Cathy Kostecki. Also in attendance were administrative representatives Carlie Owens, District 21; Donald Angelaccio, District 23; Cassie Black, District 57; Veronica Lake, District 59; Renee Erickson, District 211 and Marni Johnson, District 214. Lynn Davis, NSSEO Foundation President was also in attendance.

### PUBLIC COMMENT

There was no public comment.

Due to not having a quorum, only non-action items were discussed.

### SUMMER SHINING STARS

Bryan Bolger highlighted three transition students who participated in a work program at Sunrise Lake Outdoor Education Center (SLOEC) during the Extended School Year program. Max Meyer, David Ogilvie and Colin Webb were selected based on their work performance and skill development. The students developed skills, demonstrated initiative, communicated with supervisors, practiced flexibility and led with on-time/on-task behaviors. Max, David and Colin were recognized for their willingness to invest and be role models while practicing excellence. A short power-point presentation highlighted their work throughout the summer.

### SUPERINTENDENT'S REPORT

Dr. Hackett stated that one request under the Freedom of Information Act was received and the information requested was provided.

Dr. Hackett provided a Federal Update. Judy and a team of Illinois Superintendents traveled to Washington DC this summer for the National ASSA Legislative conference. Discussion ranged from IDEA working groups that focused on aspects of the proposed changes for IDEA reauthorization to discussing and voting on ESEA reauthorization. The Illinois group of superintendents also met with several legislators – Congressman Bob Dold, staff director from Senator Durbin's office, Congresswoman Tammy Duckworth and Senator Kirk.

### NSSEO GOAL – INSTRUCTIONAL PRACTICES

Cathy Kostecki stated the NSSEO Curriculum Committee's purpose is to provide leadership, training and coaching to program staff on the implementation of innovative instructional practices to support student achievement. Beginning in the spring, committee members identified the Scope and Sequence for

Mathematics in their programs. Training in August will focus on the initial process of developing or revising each program's math curriculum. The goals of the 2015-16 committee include establishing a clear philosophy and overarching goals in mathematics to guide programs in the identification of essential skills. The committee is in the first stage of development and will work throughout the 2015-16 school year to define grade level course goals in math while developing and sequencing course objectives. Members will also identify resource materials while developing or identifying assessments to measure student growth.

#### BOARD COMMITTEE(S) OVERVIEW AND FOCUS

Dr. Hackett provided a brief description and background information on several committees that have been designated through Board Policy and the NSSEA/NSSEA-ESP Collective Bargained Agreements that support the mission, vision and goals of NSSEO. Dr. Hackett asked for board members to consider serving on any of the committees. Jim Perkins volunteered for the Finance Committee, Frank Fiarito and Janice Krinsky volunteered to be on the Negotiations committee, Carol Botwinski will serve on the Safety Committee and Anna Klimkowicz on the Policy Committee.

#### NSSEO BUSINESS DEPARTMENT UPDATE

##### NSSEO FOUNDATION FOCUS FOR 2015-2016

Lynn Davis, Foundation President stated the Foundation met last month at SLOEC to plan out the upcoming year. The Foundation is planning to repeat successful fundraisers such as the family magic show, the arts and crafts fair, Danish Kringle sale, etc., to help support NSSEO's goals.

##### RECAP OF ANNUAL ACCOUNTING FOR BUILDING IMPROVEMENTS

Julie Jilek presented a recap of the building improvement ledger deductions from FY95-96 through FY13-14 for District #15 and District #54 by property. The withdrawal agreements structured for Districts #54 and #15 agreed on a percentage share of the properties owned by the coop. Building improvement ledgers have been kept to track building improvements or substantial maintenance and will be applied against a former member's equity position in the event a property is sold.

##### CONSTRUCTION UPDATE

Julie Jilek provided an update on all the construction currently being done at Timber Ridge and Kirk Schools. Julie stated that everything is going very well and is extremely happy with the construction companies.

##### INFORMATION ITEMS

Position vacancies; the Activity Fund Report dated June 1, 2015 - June 30, 2015; NSSEO Health Insurance, TRS and IMRF Wire Transfers; the Fourth Quarter Financial Report and the Timber Ridge School ESY newsletter were provided as information items.

Discussion ensued regarding what options were available due to not having a quorum and action items were not discussed. Concern centered on the need to pay the utility bills, construction companies, the need to increase staff at two programs before the start of school and other critical action items. It was decided to continue and reconvene the August 4, 2015 meeting to Wednesday, August 5, 2015 at 11:30 a.m. in order to vote on critical time sensitive action items.

MINUTES OF THE RECONVENED AUGUST 4, 2015 REGULAR SESSION DATED AUGUST 5, 2015

The reconvened August 4, 2015, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito, at 11:35 a.m., at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members, Carol Botwinski, and Anna Klimkowicz.

Debbi McAtee and Janice Krinsky were also in attendance via telephone conference call. Erin Johannesen, Dennis Composto and Jim Perkins were absent.

In attendance from the NSSEO staff was Judy Hackett, Julie Jilek, and Cathy Kostecki.

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the minutes of the regular session dated July 1, 2015. On roll call vote – Ayes: Krinsky, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

CONSENT AGENDA

President Fiarito asked if there were any items on the consent agenda that the board members wanted to remove for separate consideration. There were none. Consent agenda items consisted of the disbursement list dated August 2015; procurement card automatic payment; personnel transactions dated August 4, 2015; payroll expenditures by fund for the June 30 and July 15, 2015 payroll; annual approval of the FY14-15 activity fund; Grand Valley State affiliation agreement; STEP Grant Agreement 2015-16 and Transition Specialist Grant Agreement 2015-16.

DISBURSEMENT LIST DATED AUGUST 2015

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the disbursement list dated August 2015, in the amount of \$3,459,602.45. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the debit transaction of \$6,406.93 to BMO Financial Group on August 10, 2015. On roll call vote – Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED AUGUST 4, 2015

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the personnel transactions dated August 4, 2015, which included the hiring and termination of staff (a copy of which is made a part of these minutes). On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the payroll expenditures by fund for the June 30 and July 15, 2015 payrolls. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

ANNUAL APPROVAL OF THE 2014-15 ACTIVITY FUND

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the Activity Fund Report for the time period July 1, 2014 to June 30, 2015. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

GRAND VALLEY STATE UNIVERSITY AFFILIATION AGREEMENT

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the affiliation agreement between NSSEO and Grand Valley State University for a clinical experience placement. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

STEP AGREEMENT 2015-2016

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the 2015-2016 STEP agreement in the amount of \$371,108. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

TRANSITION SPECIALIST CONTRACT 2015-2016

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the 2015-2016 Transition Specialist Contract with DHS/DRS in the amount of \$156,856. On roll call vote - Ayes: Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

ADOPTION OF REVISED NSSEO 2015-16 GOVERNING BOARD MEETINGS

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the scheduled board meeting dates for the 2015-16 school year as presented. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz and Krinsky. Nays: None.

FY 2015-16 STAFFING PLAN REVISION-DEAF AND HARD OF HEARING ITINERANT PROGRAM

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the request for an additional 1.0 FTE Itinerant Teacher of the Deaf/Hard of Hearing program for the 2015-16 school year. On roll call vote - Ayes: Krinsky, Botwinski, McAtee, Klimkowicz and Fiarito. Nays: None

FY2015-16 STAFFING PLAN REVISION-DEAF AND HARD OF HEARING PROGRAM AT HERSEY HS.

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the request for an additional 1.0 FTE Educational Interpreter at Hersey High School for the 2015-2016 school year. On roll call vote – Ayes: McAtee, Krinsky, Botwinski, Fiarito and Klimkowicz. Nays: None.

ANNUAL ACCOUNTING FOR BUILDING IMPROVEMENTS

Julie Jilek stated that the withdrawal agreements structured for Districts 54 and 15 established relative equity positions for all districts, the remaining eight as well as the departing two. It was further agreed that since the continuing districts are to be responsible for the maintenance and improvement of NSSEO properties, and that a district leaving the cooperative would not share that maintenance burden, that any building improvements or substantial maintenance would be applied against a former member's equity position in the event a property were to be sold.

The procedures approved at the July 5, 1995 board meeting call for an annual review in August of building improvements from the prior fiscal year, review by the board, and notification sent to the departed districts.

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the accounting of building improvements for FY14-15 at the Kirk, Gillet and Administration building properties. On roll call vote - Ayes: Klimkowicz, Krinsky, Fiarito, McAtee and Botwinski. Nays: None.

PETITION FOR DIVISION OF PROPERTY AND CONTINUED OWNERSHIP AND USE AFFIDAVIT

Julie Jilek stated that as was discussed at the May 5, 2015 NSSEO Board meeting, Permanent Index Numbers (PINs) were never properly divided for the NSSEO Administration Center which was purchased from District 214 in 2004 and a small portion of NSSEO's Timber Ridge property that was purchased by District 214 from District 25 in 1996 prior to the NSSEO purchase of the property in 1999.

A land surveyor was hired to prepare accurate legal descriptions and plat of surveys for each section of the property.

It was moved by Anna Klimkowicz and Frank Fiarito to approve the Board to sign and authorize the filing of the Petition for Division and/or Consolidation of Property and the Continued Ownership and Use

Affidavit with the Cook County Assessor's Office and then forward the paperwork on to District 214 for signatures and authorization. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Botwinski and McAtee. Nays: None.

ADJOURNMENT

It was moved by Carol Botwinski and seconded by Anna Klimkowicz to adjourn the August 4, 2015 regular meeting of the NSSEO Governing Board at 11:44 a.m. On roll call vote – Ayes: McAtee, Botwinski, Fiarito, Krinsky, and Klimkowicz. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President

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brd mtgs;minutes 8.4.15